

# **READVERTISEMENT**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena MT 59604**

## **VACANCY ANNOUNCEMENT**

**June 25, 2008**

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**TITLE:** SSI Program Specialist  
**POSITION NO:** 00246  
**LOCATION:** Child & Family Services Division, Helena  
**STATUS:** Full-Time/Permanent  
**UNION:** Non  
**PAY GRADE:** Pay Plan 20, Pay Band 6  
**STARTING SALARY:** \$33,136 - \$41,420 annually. Depending on qualifications and internal equity.  
**SUPPLEMENT:** No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 10, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is required at the time of application.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess the required education and one year experience in social work, mental health case management, claims processing, IV-E eligibility or related field. Salary depends upon education and experience.

**TYPICAL DUTIES:** This position ensures qualified children are provided the opportunity to request and obtain Social Security Income/Social Security Administration (SSI/SSA) benefits; prepares and submits SSI applications, prepares cases for hearings by obtaining relevant evidence, and acts as non-attorney representative for foster children at administrative hearings before Administrative Law Judges; provides technical

assistance and coordinates documentation of information with division field staff; and formulates statewide procedures for the SSI Program, revision of the SSI Desk Guide, and statewide training to enhance the delivery of services.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge and solid understanding of federal and state rules, as well as division policy and procedures as relating to SSI; and of the SSI adjudication process.

Skills: Skill in oral and written communication; and interviewing, illustrated by the ability to obtain relevant information through pre-hearing interviews with a variety of evidentiary sources, including medical professionals, mental health professionals, academic professionals, social workers, foster parents/guardians, and child claimants.

Abilities: Ability to comprehend and analyze complex issues and provide prioritized responses; produce persuasive written summaries of relevant medical (including mental health), academic and non-medical evidence; and write these briefs in the form of a proposed decision if requested by an Administrative Law Judge.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business/public administration, finance, accounting, economics, social work or a related field **AND** three years of experience with the SSI program. A Master's degree is preferred. Other equivalent combinations of education and experience will be considered on a case-by-case basis including a training assignment.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Resume required at time of application; and
4. Copy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).  
**If applicant has difficulty obtaining transcripts you will**

**be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.